



## Administrative Policies and Procedures: 7.17

<b>Subject:</b>	Forms Management
<b>Authority:</b>	TCA 37-5-106; Rules and Regulations of the Department of General Services
<b>Standards:</b>	None
<b>Application:</b>	All DCS Employees

### Policy Statement:

The Department of Children's Services Information Technology Division will manage and control the creation and distribution of all departmental forms in collaboration with the Division of Planning and Policy Development, according to the rules and regulations promulgated by the Department of General Service, specifically 0690-5-1-.07.

### Purpose:

To comply with the Department of General Services Forms and Publications Management rules and regulations, reduce the number of forms, minimize duplication and to create more uniformity within the use of forms.

### Procedures:

<b>A. Appointment of Forms Manager</b>	The Commissioner/designee will appoint a Departmental Forms Manager as the liaison between DCS and the Department of General Services to ensure that departmental forms will be created and distributed in compliance with the <u>Department of General Services Forms Management Rules and Guidelines</u> .
<b>B. Appointment of a Local Forms Manager</b>	Each region must also designate a <i>local</i> forms coordinator to communicate regional form requests to the Policy Development Section within the Division of Planning and Policy Development. DCS Group Homes and Youth Development Centers must also appoint a <i>local</i> forms coordinator to communicate their facility forms needs.
<b>C. Requests for Creation, Revision or Deletion of Forms</b>	<ol style="list-style-type: none"><li>1. All requests for revisions to existing forms or the creation of new forms must be submitted to the Policy Development Section within the Division of Planning and Policy Development.</li><li>2. The DCS Policy Development Coordinator(s) will:<ol style="list-style-type: none"><li>a) Review forms for compliance with DCS Policies and Procedures and applicable standards and establish a "form owner."</li><li>b) Collaborate with the form owner and appropriate stakeholders regarding any problems and questions related to the form that include, but are not</li></ol></li></ol>

	<p>limited to:</p> <ul style="list-style-type: none"> <li>◆ The form content and design</li> <li>◆ Review of existing forms to prevent duplication</li> <li>◆ Create a rough draft</li> <li>◆ Circulate the form to the owner and stakeholders for review and comment <ul style="list-style-type: none"> <li>○ If the form is related to a policy in the review process, the draft form will accompany the policy in the review circulation for review and feedback.</li> </ul> </li> </ul> <p>c) Ensure presentation of the form to the central office forms committee for review and approval;</p> <p>d) Collaborate with the Division of Diversity Initiatives regarding language translation issues and cultural sensitivity, as necessary;</p> <p>e) Upon approval from the forms owner and/or legal, forward the proposed draft to the DCS Forms Manager along with a completed form <b>GS-0540, Justification and Approval Request</b>, for final processing.</p>
<b>D. Forms Approval</b>	<p>1. The DCS Forms Manager will:</p> <ul style="list-style-type: none"> <li>a) Further evaluate the necessity of the proposed form and determine if a statewide form is already available for possible use;</li> <li>b) Ensure compliance with the General Services Rules and Regulation;</li> <li>c) Determine the most cost saving and appropriate means of distribution</li> <li>d) Contact form owner and Policy Development Coordinator(s) on any problems or questions related to the form and may assist them with the form design, if necessary.</li> <li>e) Submit a sample draft form and completed form <b>GS-0540, Justification and Approval Request</b> to the DCS Commissioner/designee (Executive Director of Information Technology) for departmental approval.</li> <li>f) After departmental approval by the Commissioner's designee, the draft form will be forwarded to the Records Management Division of the Department of General Services for approval and assignment of an official DCS form number.</li> </ul> <p>2. Upon notification of approval from the Records Management Division of the Department of General Services, the Forms Manager will submit approved forms to the DCS Help Desk for posting to the DCS Intranet/Forms web page.</p>
<b>E. Prohibition of Creation of Unauthorized Forms</b>	<p>1. It is prohibited to create <b>local or regional forms</b> that will be intended for inclusion in a child/youth's case file, submission to the Courts, inclusion in resource home case files, for obtaining signatures, or any other purpose. In an effort to increase uniformity and decrease paperwork redundancy, all forms used should be reviewed and approved through the central office forms</p>

	committee to become official DCS forms.
<b>F. Regional, DCS Group Home, and Youth Development Center Form Needs</b>	<ol style="list-style-type: none"> <li>1. Any form to be created, which is not already an official DCS form, must be communicated to the local forms coordinator.</li> <li>2. The local forms coordinator must obtain approval, from the appropriate Regional Executive Director, Group Home Director, Superintendent or designee, using a completed <b>form CS-0718, Local Forms Request Justification</b>.</li> <li>3. Once the local approval process has occurred, the local forms coordinator will forward the approval <b>form CS-0718</b> and a draft with the desired content to the Policy Development Section of the Division of Planning and Policy Development in order to continue the approval process as outlined in <i>Section B</i> above. Every effort will be made to ensure that forms are created for a specific unmet need and should be used according to their intended purpose.</li> </ol>
<b>G. Forms Manual</b>	<p>The DCS Forms Manager will maintain the <i>Department of Children's Services Forms Manual</i>. The manual will contain the following:</p> <ol style="list-style-type: none"> <li>1. Purpose;</li> <li>2. Governing Policies;</li> <li>3. Duties and Responsibilities of Appointees;</li> <li>4. Operational Procedures;</li> <li>5. Numeric and Alphabetic Forms Listing; and</li> <li>6. DCS form Samples.</li> </ol>
<b>H. Forms Distribution/ Notification</b>	<ol style="list-style-type: none"> <li>1. The DCS Forms Manager will review <b>GS-0132, Printing Requisitions</b>, when necessary, to determine the appropriate distribution of forms required to be printed (i.e., NCR forms).</li> <li>2. DCS staff will be notified via e-mail notification upon the revision of existing or establishment of new forms.</li> <li>3. All DCS forms will be made available electronically via the DCS Child Welfare Tracking System (i.e. TNKids, Service Appeal and Tracking, Functional Assessment etc.) or posted on the DCS Intranet in the "<u>Forms</u>" Web Site page.</li> </ol>

<b>Forms:</b>	<a href="#"><u><i>CS-0718, - Local Forms Request Justification</i></u></a> <i>GS-0540, - Justification and Approval Request</i> <i>GS-0132, - Printing Requisitions</i>
<b>Collateral documents:</b>	<a href="#"><u><i>Department of General Services Forms Management Rules and Guidelines.</i></u></a>